

FINANCE & UTILITY COMMITTEE MEETING
Wednesday, January 15, 2020, 6:00 PM

The Committee meeting was called to order at 6:00 p.m. by Mayor Jeff Snoots. Those present included: Mayor Jeff Snoots, Council Member John Dayton (arrived at 6:22pm), Council Member Tom Smith, Committee Member Carroll Jones, Committee Member Syree Williams, City Administrator David Dunn, Public Works Director John Gerstner, Chief of Police Milt Frech, Waste Water Superintendent Patrick Hoffmaster, City Clerk Carrie Myers, and Accountant Richard Marshall.

811 West Potomac Street Update – Jason Azar, Clark Azar, discussed the current phase of this project. He stated as soon as the committee decided whether they wanted a general contractor or a construction management firm on this project, bids were ready to go out. The consensus of the committee was to go with a general contractor.

Methanol Storage and Feed System – Patrick Hoffmaster explained the City's current system is outdated and very expensive to maintain. He stated there are MDE grants available to upgrade such systems. He requested awarding a bid to Clark Azar for \$68,000 to design a system and assist with applying for MDE grants. The Committee consented to recommend approval to the Mayor and Council.

5th Avenue Water Line Change Order – Dave Dunn explained this \$14,140 change order was necessary because there were hidden taps the City did not know about until the project was underway. The Committee consented to recommend approval to the Mayor and Council.

Yourtee Springs Update – Dave Dunn explained that Whitman has just provided new plans and proposal for the project, as the geological survey revealed some concern about disturbing the springs and ground. He stated staff would work with Whitman to gain information about the new plan and set up an upcoming discussion at the Council Meeting.

Common Driveway Maintenance – Dave Dunn discussed several reasons why accepting maintenance of common driveway in question in Galyn Manor might not be a good idea. The asphalt may not have been built to roadway specifications, the legal aspects of acquiring the private property from the residents, the ongoing maintenance of the drive, etc. The consensus of the Committee was not to recommend acceptance of this common driveway to the Council.

Parking Meter Donation – Dave Dunn discussed as parking meters are removed for meter stations, we have been approached by a non-profit organization, Power of Change Frederick, to donate our old meters to them for their use in collecting donations. He stated the meters were only worth approximately \$25 each, and there are around 120 meters total. The consensus of the committee was to donate the meters at no cost to Power of Change Frederick.

Comcast Cable Franchise Renewal – Dave Dunn explained this is an ever-changing document and will be coming to the full Council for approval once it has been completed.

FY19 Budget Amendments – Dave Dunn discussed the necessary budget amendments were a direct reflection of the audit findings for FY19. The Committee consented to recommend approval to the Mayor & Council.

FY19 Audit – Dave Dunn discussed the FY19 audit briefly. He stated the auditors would be at a Council Meeting on February 28, 2020 to present the full audit report.

The meeting adjourned at 7:25pm.